

The deadline for submitting this application and agreement electronically and the signed printed copy to the U.S. Department of Education is Friday, March 7, 2008.

Electronic Submission: The deadline for electronic submission of the application and agreement is 11:59 P.M. (ET) on March 7, 2008. Transmissions must be completed and accepted by 12:00 midnight.

Signed Printed Copy: If the signed printed copy of the application and agreement is sent through the U.S. Postal Service, it must be postmarked by March 7, 2008. If the signed printed copy of the application and agreement is hand delivered, it must be delivered by 4:30 P.M. (ET) on March 7, 2008 to:

United States Department of Education
Federal Student Aid
Campus-Based Systems and Operations Division
Work Colleges Program
830 First Street, NE, Room 63B3
Washington, DC 20202-5453

**INSTITUTIONAL APPLICATION AND AGREEMENT
FOR PARTICIPATION IN THE WORK-COLLEGES PROGRAM
FOR THE 2008-2009 AWARD YEAR**

Institution Name _____

Street Address _____

City _____ State _____ Zip Code _____

OPEID _____

Authorized Official
(Please Print) _____

Title _____

Telephone No. () _____ Extension _____

E-Mail Address _____

Agreement

The undersigned authorized official hereby assures the Secretary of the U.S. Department of Education (the Secretary) that the institution will comply with all provisions of Section 448 of the Higher Education Act of 1965, as amended (HEA), and the applicable program regulations, and makes the following assurances:

- ◆ The institution is a public or private nonprofit institution with a commitment to community service;
- ◆ The institution has operated a comprehensive work-learning program for at least two years;
- ◆ The institution requires all resident students who reside on campus to participate in a comprehensive work-learning program and the provision of services as an integral part of the institution's educational program and philosophy;
- ◆ The institution provides students participating in the comprehensive work-learning program with the opportunity to contribute to their education and to the welfare of the community as a whole;

- ◆ The institution understands that in addition to any separately allocated funds, the institution may transfer allocated 2008-2009 Federal Work-Study (FWS) Program funds to the Work-Colleges Program to provide flexibility in strengthening the self-help-through-work element in financial aid packaging for eligible students;
- ◆ The institution will match Federal funds used for the Work-Colleges Program on a dollar-for-dollar basis from non-Federal sources; and
- ◆ The institution understands that available Federal funds may be used:
 - (A) To support the educational costs of qualified students through self-help payments or credits provided under the work-learning program of the institution within the limits of Part F of Title IV of the HEA;
 - (B) To promote the work-learning-service experience as a tool of postsecondary education, financial self-help, and community service-learning opportunities;
 - (C) To carry out activities described in Section 443 or 446 of the HEA;
 - (D) For the administration, development, and assessment of comprehensive work-learning programs, including—
 - (i) Community-based work-learning alternatives that expand opportunities for community service and career-related work; and
 - (ii) Alternatives that develop sound citizenship, encourage student persistence, and make optimum use of assistance under Part C of Title IV of the HEA in education and student development;
 - (E) To coordinate and carry out joint projects and activities to promote work service learning; and
 - (F) To carry out a comprehensive, longitudinal study of student academic progress and academic and career outcomes, relative to student self-sufficiency in financing their higher education, repayment of student loans, continued community service, kind and quality of service performed, and career choice and community service selected after graduation.

Application for Funds

I am requesting a separate allocation of \$_____ for an anticipated _____ students for the Work-Colleges Program for the 2008-2009 Award Year. (Do not include any amount you anticipate transferring from your 2008-2009 FWS allocation.)

This Agreement may be terminated either by the Institution or by the Secretary under the applicable regulations governing this program. The Secretary will establish the termination date.

Signature of Authorized Official of the Institution

Date

U.S. Department of Education Authorizing Official

Date